

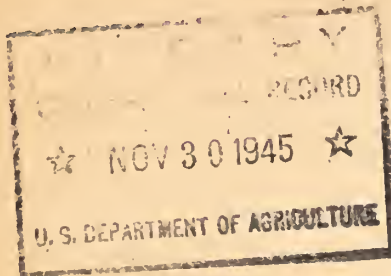
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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington 25, D. C.



Field Memorandum No. 1112

Re: Soil Conservation Service
Policy on Employment in
United States Possessions

November 9, 1945

TO ALL RANKING FIELD OFFICERS:

In view of the possible expansion of our Territorial service, and to clarify our procedure with respect to work now going on in Puerto Rico and the Virgin Islands, the following policy will be followed by the Soil Conservation Service:

A. Technical and Administrative Coordination

1. The Soil Conservation Service organization in territories and possessions will be administratively and technically responsible to appropriate regional offices. For example, Puerto Rico will report to Spartanburg, Hawaii to Portland.
2. The Territorial organization will be presented at regional meetings on the same basis as the States within the regions, with due regard for travel conditions.
3. Key officials in Territories may be recalled to the States at any time, as required, for consultation, training, or other purposes.
4. Zone conservationists and regional division chiefs will review the work in outlying territories and possessions on regularly scheduled trips.

B. Selection of Personnel

1. Selection for Territorial assignment will be made only among employees with outstanding qualifications in (a) work performance, (b) training and experience, (c) adaptability, and (d) physical ability.
2. Selection will be confined largely to the region having jurisdiction over the Territorial work, but consideration will be given employees in any region who express a desire for such assignment. Information concerning living and working conditions in each Territory will be furnished candidates by the regional offices, on request.
3. Local recruitment in the Territories will be used insofar as possible.

C. Physical Examinations and Inoculations

1. Employees selected for territorial assignment must be given a complete physical examination prior to leaving the States at the nearest U. S. Public Health facility to their headquarters on the mainland. These will be made for the individual at government expense.
2. When the territorial assignment has been completed, another physical examination may be given upon return to the mainland upon request of the employee. If the employee is returned to the mainland for health reasons or physical disability, such an examination is mandatory.
3. Inoculations and vaccinations (as determined by the Public Health Service for the respective territories) will be required for the employee and all members of his family before leaving the States. The employee receives these at government expense, but members of his family must obtain them at personal expense.

D. Transfer Expenses

1. Travel expenses for the employees selected for transfer and for members of his family and transfer of 5,000 pounds of household goods will be authorized in connection with a permanent transfer of headquarters not made for the convenience of the employee. If the employee must be transferred back to the States for his own convenience (except in cases of physical disability) prior to the expiration of the tour of duty agreed upon, transfer expense for the return trip cannot be authorized either for himself or for his family.

E. Salaries

1. Positions in the Territories carry a salary differential of 25 percent over that paid in the States. Thus, a base salary of \$2980 for a P-2 position will have added to it \$745 per year. Otherwise, positions will compare grade for grade with similar positions on the mainland.

F. Leave

1. Department employees in Puerto Rico, Alaska, Hawaii, Guam, and the Virgin Islands earn 30 days of annual leave per annum and 30 days of sick leave per annum. Their leave accumulates to the same maximum and on the same basis as in the continental United States.

G. Tour of Duty

1. Six years will be considered to be a full tour of duty. At the expiration of that time the employee will be returned to a position in the States of at least equal grade, status, and pay (excepting the differential) that he holds at that time, provided that if the

employee requests a second tour of duty of three to six years, his request will be given consideration at the same time that consideration is given to possible assignments of other employees from the States.

2. An employee with a satisfactory record may be considered, on request, for placement in the States in a position of the same grade, status, and pay (exclusive of differential), at the expiration of three years. Ordinarily such an employee would be expected to give the Service at least 6 months advance notice of his desire to return to the States in order to provide the necessary time to make the arrangements for the transfer.
3. Employees who are rendering fully satisfactory service and who are to remain in the territories for the full tour of duty of six years will be eligible for a 30-day refresher training and work assignment in the States at the end of three years.

A handwritten signature in dark ink, appearing to read "J. H. Bennett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief

